

American Embassy Pretoria

August 25, 2006

An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

POSITION: Work Order Clerk, FSN-6, FP-8

LOCATION: GSO, Pretoria

OPENING DATE: August 25, 2006

CLOSING DATE: September 8, 2006

WORK HOURS: Full-Time; 40 hours/week

SALARY: *EFM/MOH/OR/NOR: \$28,183 per annum
*Ordinarily Resident: R89,770 per annum, plus benefits

NOTE: All ordinarily resident applicants must have the required residency permit allowing application for a work permit before being able to apply. If the applicant has not had directly relevant experience, the applicant may be hired at a trainee level below the full performance level. Applicants not contacted with 30 days should consider the application unsuccessful. Applicants interviewed will be advised in writing of the results of the interview.

The U.S. Embassy in Pretoria is seeking the services of a Work Order Clerk in the General Services Office (GSO).

BASIC FUNCTION OF POSITION

The incumbent provides work control and administrative services to the residential and leasing maintenance section. Maintains the computerized work order system using Work Orders for Windows and Microsoft suite. Processes and closes out work orders. Answers and directs phone calls, sets internal meetings, sets appointments for contractors and landlords on behalf of mission employees. Back up sub-cashier for Petty Cash disbursements and reconciliations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Salome Tlhaabye at (012) 431-4371.

QUALIFICATIONS REQUIRED

1. Completion of Grade 12 required.
2. Two years secretarial and clerical experience working in an office environment required.
One year office management and office administrative experience required.
3. English Level IV – fluency in writing, reading and speaking and Afrikaans level III required.
4. Must be computer literate in the Microsoft Office suit.
5. Office management and office filing required; ability to type 30 words per minute. Must be able to prioritize.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM status must include in the cover letter accompanying their application that they are claiming EFM status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

By Mail: Salome Tlhaabye
P O Box 9536
Pretoria, 0001

POINT OF CONTACT FOR INFORMATION

Salome Tlhaabye
Telephone: (012) 431-4371, Fax: (012) 431-4012 or e-mail to: HRrecruitment@state.gov

DEFINITIONS

1. ***Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. ***Member of Household (MOH):** 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. ***Ordinarily Resident (OR):** A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. ***Not-Ordinarily Resident (NOR):** A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

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